

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Crew Worker I Crew Worker II
DEPARTMENT:	Public Works
CLASSIFICATION:	Non-Exempt, Union
EFFECTIVE DATE:	January 1, 2008

POSITION PURPOSE:

Under supervision (Crew Worker I) or general supervision (Crew Worker II), performs a variety of semi-skilled and skilled maintenance and repair tasks to City streets, surface water utility systems, parks, and City owned facilities; and operates maintenance and construction tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

SUPERVISION RECEIVED:*

- o Works under the close supervision of the Public Works Crew Leader.

SUPERVISION EXERCISED:*

- o None.

DISTINGUISHING CHARACTERISTICS

Crew Worker I: This is the entry level class in the Crew Worker series. This class is distinguished from the Crew Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Crew Workers. When a position is available, advancement to the II level is based on demonstrated proficiency in performing the full range of Crew Worker duties.

Crew Worker II: This is the full journey level class within the Crew Worker series. Employees within this class are distinguished from the Crew Worker I by the performance of the full range of duties as assigned including the more complex construction, maintenance, and repair duties, operating a variety of equipment, and providing training to less experienced Crew Workers. Employees at this level receive only occasional instruction or

* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class require prior experience.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- o Operates a variety of construction and maintenance equipment and small hand power tools including dump truck, front-end loader, street painting machine, vactor trucks, riding turf mower, backhoe, tractors, jack hammer, paint sprayer, concrete saw and other specialized equipment; maintains hand tools and assigned equipment; performs preventive maintenance on equipment.
- o Perform maintenance activities on public grounds, street shoulders and parks involving mowing, tree and brush trimming and pruning, collect and remove vegetation cuttings and perform other vegetation planting or removal activities as assigned.
- o Perform general maintenance/cleaning activities and minor repairs on all city buildings and facilities including the Public Works Shop Building.
- o Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- o Performs work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- o Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- o Responds to emergencies as needed.
- o Performs related duties as required.

When Assigned to the Street/Surface Water Section:

1. Installs, maintains and replaces directional and traffic signs, using equipment and materials such as hand or tractor-mounted post hole digger, power saw; cleans and maintains existing signs; trims vegetation that presents safety hazards.
2. Maintains and repairs City streets, alleys, right-of-ways, and sidewalks; prepares and performs patching of potholes, sealing cracks and repairing asphalt surfaces.
3. Utilizes hot or cold mix to repair streets, patch utility pavement cuts, potholes and seal cracks; sprays oil on streets to seal pavement.
4. Operates a street painting machine to apply street markings and to apply traffic control symbols according to State laws and City needs; prepares and operate painting machine to apply correct color and line dimensions to pavement; paints centerlines, crosswalks, parking stalls, and curbing; cleans and maintains painting equipment in proper operating condition.

5. Operates snow plowing equipment to remove snow; apply chemicals, salt and sand to control ice on City streets, parking lots, and walkways.
6. Digs holes and trenches manually or with back hoes and trenchers; mixes, pours, and finishes concrete.
7. Serves as an on-call employee in emergency situations requiring public works attention.
8. Clean, maintain, repair, and install city storm water systems.
9. Inspect storm installations and other Public Works inspections as assigned.

When Assigned to the Parks and Facilities Division:

10. Performs a variety of grounds, gardening, and turf maintenance duties involved in the development, maintenance, and repair of landscaped areas, parks, playgrounds, and public facilities.
11. Performs a wide variety of minor building and equipment maintenance and repair activities, including painting, carpentry, plumbing, and electrical repair; changes filters in buildings as necessary.
12. Performs routine maintenance duties such as cleaning public restrooms, picking up litter, emptying trash cans, weeding, pruning, watering, mowing, raking, and lawn edging.
13. As assigned, performs various herbicide and pesticide applications duties in City parks and at City owned buildings and grounds.
14. Opens parks and checks for any safety issues; resolves safety issues.
15. May be assigned to lead volunteers or part time seasonal help in special projects or regular maintenance duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ✓ Operations, services and activities of assigned public works maintenance and repair program.
- ✓ Methods and techniques used in the construction and maintenance of streets, sidewalks, signs, storm drains, parkways, municipal buildings, and other public works systems.
- ✓ Purposes, uses, and operating characteristics of a variety of vehicles, equipment, power tools and hand tools used in public works maintenance and repair including motorized, pneumatic, and hydraulic equipment.
- ✓ Procedures and techniques used in concrete and asphalt work.
- ✓ Traffic laws, ordinances, and rules involved in truck and equipment operation.
- ✓ Properties of backfill materials, construction materials, concrete, asphalt, hot

- patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.
- ✓ Practices and procedures of traffic control.
 - ✓ Confined space entry.
 - ✓ Principles and practices of record keeping.
 - ✓ Occupational hazards and standard safety practices.
 - ✓ Pertinent Federal, State and local codes, laws, and regulations.

Ability to:

- ✓ Perform a variety of semi-skilled and skilled maintenance, construction and repair work in the area of work assigned.
- ✓ Operate a variety of vehicles and equipment in a safe and effective manner.
- ✓ Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- ✓ Ensure safety around work areas in high traffic.
- ✓ Read and interpret basic maps and blueprints.
- ✓ Assist in the training and supervision of others including in the safe operation of equipment.
- ✓ Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
- ✓ Perform heavy manual labor.
- ✓ Work safely and adhere to principles of safety when working near traffic or in other environments.
- ✓ Operate vehicles, equipment, and tools.
- ✓ Ensure adherence to safe work practices and procedures.
- ✓ Work independently in the absence of supervision.
- ✓ Troubleshoot equipment malfunctions and make minor repairs to tools and equipment.
- ✓ Communicate clearly and concisely, both orally and in writing.
- ✓ Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Crew Worker I

Education/Training:

- High School diploma or G.E.D.

Experience:

- One year of maintenance and repair experience is desirable.
- Experience with the safe operation of lawnmowers, weed-eaters, chainsaws, tractors or trucks performing general maintenance tasks.

License or Certificate:

- Possession of a valid Washington State Drivers License.
- Possession of, or ability to obtain, a Class A Combination Driver's License is desired within the evaluation period. A Combination Driver's License or approved waivers may be required to operate selected vehicles and equipment in the City's fleet. A Combination Driver's License will be required to move to Crew Worker II (Ability to drive air-brake equipped vehicles will be preferred).
- First-Aid Certification is required.
- Traffic Flagging Certification is required.
- Pesticide application license is required.

Other

Ability to successfully complete various required training classes and obtain and maintain certificates necessary for functional skills performance, maintenance and improvement.

Crew Worker II

Education/Training:

- High School diploma or G.E.D.

Experience:

- Minimum four years of general maintenance, repair, and construction experience comparable to a Crew Worker I with the City of Lake Stevens.
- Minimum of two years experience as a Public Works worker or equivalent involving operation and maintenance of power tools and heavy equipment is required.

License or Certificate:

- Possession of a valid Washington State Drivers License.
- Possession of a Class A Combination Driver's License. A Combination Driver's License or approved waivers may be required to operate selected vehicles and equipment in the City's fleet.
- Ability to drive air brake equipped vehicles preferred.
- First-Aid Certification is required.
- Traffic Flagging Certification is required.

Other

Ability to successfully complete various required training classes and obtain and maintain certificates necessary for functional skills performance, maintenance and improvement.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

- o While performing the duties of this job, the employee is regularly required to walk, stand, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; climb with both legs and arms; talk and hear. The employee must frequently lift and/or move a minimum of 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- o While performing the duties of this job, the employee frequently works near moving mechanical parts, construction site environment, travels from site to site; works or inspects in confined spaces or underground; works in or with water; works around heavy construction equipment; in outside weather conditions; and exposure to fumes or airborne particles, potential toxic or caustic chemicals, grease, smoke, gases, heat, cold, inclement weather conditions, and vibration. The noise level in the work environment is usually moderate to loud.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

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